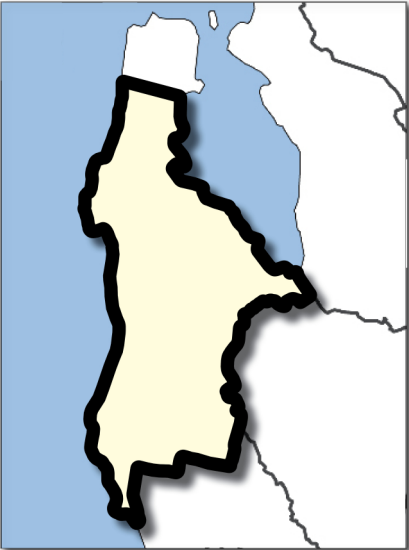


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**San Mateo Housing
Element Update Kit**

TAC Packet

*Prepared for TAC Meeting #3
Thursday, June 19, 2008
10:30 am – 1:00 pm*

*SamTrans Auditorium (2nd Floor)
1250 San Carlos Avenue, San Carlos*

The following material will be discussed at the TAC meeting on June 19th, 2008. Please read over the material in preparation for the meeting. No advance preparation is needed for other agenda items. The packet contains the following items: (1) TAC Meeting #3 Agenda; (2) Agenda Item II Status Report (background documents); and (3) Agenda Item III Initial Discussion, Identification and Prioritization of Key Issues (background documents).

A G E N D A

Technical Advisory Committee #3

Thursday, June 19, 2008

10:30 am – 1:00 pm

SamTrans Auditorium (2nd Floor), 1250 San Carlos Avenue, San Carlos

- | | |
|----------|---|
| 10:30 am | I. Welcome, Introductions and Meeting Purpose <ul style="list-style-type: none">A. Welcome and IntroductionsB. Agenda Overview |
| 10:45 am | II. Status Report <ul style="list-style-type: none">A. Website ReviewB. Use of Other Resources (HCD and ABAG)C. Housing Element Sections and Outline<ul style="list-style-type: none">➤ Existing Housing Needs➤ Reviewing Current Housing Elements➤ Available Land Inventory➤ Upcoming Sections |
| 11:15 am | III. Initial Discussion, Identification and Prioritization of Key Issues <ul style="list-style-type: none">A. Issues Related to Adequate SitesB. Issues Related to Potential Non-Governmental ConstraintsC. Issues Related to Potential Governmental Constraints |
| 12:20 pm | IV. Review of Special Housing Needs (SB2 and Extremely Low Income Housing Needs) <ul style="list-style-type: none">A. Statewide Perspective from HCDB. Local Approach Overview (Status and Preliminary Options) |
| 12:55 pm | V. Next Steps and Meeting Evaluation |
| 1:00 pm | Close of TAC Meeting #3 |
| 1:10 pm | HCD "Office Hours" <p><i>(Limited time for individual jurisdictions or groups of jurisdictions to meet with Paul McDougall of HCD to answer jurisdiction-specific questions — dependent upon the length of time Paul can stay after the meeting)</i></p> |

Agenda Item II

Status Reports

Please review the following documents (don't forget to log in or the pages will be blank) and please be prepared to provide feedback at the TAC meeting. *Thanks!*

Existing Housing Needs

(http://www.21elements.com/index.php?option=com_docman&task=cat_view&gid=14&Itemid=3)

Reviewing Existing Housing Elements

http://www.21elements.com/index.php?option=com_docman&task=cat_view&gid=35&Itemid=3

Adequate Sites Inventory

http://www.21elements.com/index.php?option=com_docman&task=cat_view&gid=16&Itemid=3

Please also review the Generic Housing Element Outline and Content that is included in the appendix to the packet.

Agenda Item III

Initial Discussion, Identification, Prioritization of Key Issues

Overview

The 21 Elements project is designed to be flexible and take advantage of other resources that are available. As HCD produces materials as part of their Building Blocks process, the 21 Elements staff will tailor our products accordingly. In the past month, HCD has continued to flesh out their resources in regards to the following sections: Adequate Sites Inventory and Analysis, Constraints, and Programs. In response, 21 Elements staff will concentrate in more depth on the following areas:

Adequate Sites

- Second Units (How to count legal and illegal units? Are second units alone a strategy? Does a second unit survey need to be conducted (sample content of survey)? How do we do projections of second units at various income levels?)
- Mixed Use (What are requirements for counting mixed use residential units? How can we establish density calculations?)
- Non-vacant sites (What are standards for assessing a realistic development capacity and timeframe for either redevelopment or additional development?)
- Zoning for a variety of uses (How can we comply with requirements for assessing adequate sites for Extremely Low Income households and individuals? How do we comply with SB2 requirements?)
- Programs to identify adequate sites
- Coastal zone requirements
- SB 2
- *Others?*

Potential Non-Governmental Constraints

- Development Costs
- Occupancy Costs
- Housing market downturn
- Availability of financing
- Community resistance
- Topographic and other environmental factors
- *Others?*

Potential Governmental Constraints

- Zoning / Land Use Controls / Densities
- Parking requirements
- Inclusionary requirements as a constraint
- Condo conversions
- Processing and permitting procedures (design review)
- Codes and enforcement
- ADA issues
- SB2 constraints analysis
- Fees and exactions
- On/Off-site improvement standards
- Constraints for Housing for Persons with Disabilities (SB520)
- *Others?*

Appendix Materials Follow

21 Elements staff sampled all of the available existing Housing Elements to create a sample outline. This memo summarizes key findings. The second document in this section is the proposed outline.

Generic Housing Element Content/Outline *(Part 1)*

Section: Housing Element Contents

Purposes

Sections of the Housing Element Update Kit (HEUK — “21 Elements”) will be prepared and formatted to slot into each jurisdiction’s updated housing element.

The generic outline strives to respond to the following:

- Provide a clear structure for the 21 Elements materials
- Consider the structure of past housing elements
- Respond to new requirements of State law
- Consider suggestions and directions from HCD
- Enable ease of tailored formatting for the jurisdictions
- Respond to new issues supporting housing strategies (such as climate action planning, in-fill development, opportunities to reduce driving, etc.)

Review of Jurisdiction Housing Elements

We have reviewed as many of the jurisdiction housing elements as possible to arrive at a generic outline that effectively presents data, complies with State law requirements, and presents housing strategies (goals, quantified objectives, policies and implementing programs/actions) in a way that helps achieve community acceptance and support.

Current housing elements of the jurisdictions in San Mateo County generally follow the following structure:

Introduction Sections

Introductory sections generally cover the purpose and requirements of a housing element; State law; consistency with other general plan elements; how the element was prepared (community involvement activities); discussion of RHNA; etc.

Some elements also provide an overview of the goals, policy and program recommendations of the housing element. Other elements also include a perspective on the relationship of housing to the overall character and history of the community.

Housing Element Update Kit

Generic Housing Element Content/Outline

Background Sections

Housing Needs — This section varies by jurisdiction, but generally provides a profile of the community (population, household and housing characteristics), projections and trends discussion, housing conditions, assisted housing data, housing needs analysis, and special housing needs analysis.

Review of the Current Housing Element — The sequence for doing this analysis varies from element to element, but generally occurs before the discussion of potential housing opportunities in the community, as covered in the sections below. Communities also include a detailed evaluation of the current housing element in an appendix.

RHNA, Past Development, and Available Land Inventory — In general, this part of the background section covers such issues as RHNA and remaining RHNA need, recent construction activity, summary of the available sites inventory, and relationship of available sites to remaining RHNA.

Potential Constraints — In general, this part of the background section covers the State law requirements for assessing potential governmental and non-governmental constraints analysis. Some jurisdictions also include a discussion of such issues as environmental conditions, consistency with other parts of the general plan, financial resources available for housing development, redevelopment agency activities, etc. to provide a context for the assessment of potential constraints.

Miscellaneous Topics — Miscellaneous topics covered in jurisdiction housing elements include opportunities for energy conservation, fair housing, coastal zone requirements, etc.

Housing Element Update Kit

Generic Housing Element Content/Outline

Goals, Quantified Objectives, Policies and Programs Sections

There are a variety of ways in which the jurisdictions have organized community goals, policies and programs. Some jurisdictions have this section at the end of the housing element. Others include all the background information in a separate document or section, and try to pop-out the goals and policies near the beginning of the housing element. One of the challenges is also maintaining consistency with other elements in the community's general plan.

Regardless of the location within a jurisdiction's housing element, the way in which policies and actions are grouped will be an important consideration for the Housing Element Update Kit. Below is a sampling of how various jurisdictions have organized their housing goals and policies.

City of Brisbane

- Housing Availability
- Housing Affordability
- Housing Quality

City of Burlingame

- Preserve Residential
- Provide a Variety and Choice of Housing (Fair Housing)
- Provide Workforce Housing
- Encourage Special Purpose Housing
- Reduce Residential Energy Use

City of Daly City

- Encourage New Residential Development in Suitable Locations
- Increase the Supply of Housing Compatible with Existing Neighborhoods
- Assure the Quality of Housing
- Provide Housing Affordable to all Income Groups
- Insure Housing Opportunities
- Maintain and Enhance the Quality and Diversity of Neighborhoods
- Reduce Unnecessary or Wasteful Energy Use
- Avoid or Reduce Difficulties caused by Displacement.

Housing Element Update Kit

Generic Housing Element Content/Outline

City of East Palo Alto

- Increase the Availability of Housing
- Mitigate the Cost of Housing
- Minimize Resident Displacement
- Implement Administrative Remedies

City of Foster City

- Reinforce the City's Commitment to Meeting Housing Needs
- Protect Existing Housing, Community Character and Resources
- Protect the Supply and Affordability of Rental Housing
- Consider Potential Public and Private Redevelopment
- Opportunities to Increase the Supply of Housing
- Address Affordable Housing Needs
- Address Special Housing Needs

Town of Hillsborough

- Increase Housing Opportunities in Hillsborough and Surrounding Communities
- Provide Housing Consistent with the Character of the Community
- Provide a Continuum of Housing Opportunities for Members of the Community in all Stages of Life
- Ensure Equal Housing Opportunities

City of Millbrae

- Reinforce the City's Commitment to Meeting Housing Needs
- Protect and Enhance Existing Housing, Community Character and Resources
- Provide New Housing and Address Affordable Housing and Other Special Needs

City of Pacifica

- Housing Maintenance
- Housing Improvement
- Housing Development

City of Redwood City

- Adequate Sites to Meet Identified Housing Need

Housing Element Update Kit

Generic Housing Element Content/Outline

- Affordable Housing – Assistance for the Development of Housing Affordable to Lower and Moderate-Income Households
- Removal of Governmental and Non-governmental Constraints on the Development, Conservation, and Rehabilitation of Housing
- Conservation and Improvement of the Housing Stock and
- Preservation of Assisted Housing
- Equal Opportunity In Housing
- Energy Conservation

City of San Bruno

- Conservation and Improvement of Existing Housing
- Balance of Housing Types and Affordability
- Potentially Available Sites

San Mateo County

- Protect Existing Affordable Housing
- Provide New Housing Opportunities
- Housing Individuals with Special Needs
- Program Responsibilities: Role of the

City of San Mateo

- Protecting and Conserving Existing Housing
- Encouraging New Housing Construction

Housing Element Update Kit

Generic Housing Element Content/Outline

City of South San Francisco

- New Residential Construction
- Maintenance of Existing Affordable Housing Stock
- Special Needs
- Equal Opportunity
- Neighborhood Safety
- Energy Conservation

We were unable, at this point, to obtain electronic copies of the following jurisdiction's housing element: Atherton, Belmont, Colma, Half Moon Bay, Menlo Park, Portola Valley, and Woodside.

Appendices

Appendices also vary by jurisdiction. Items contained in jurisdiction housing element include abbreviations and definitions, summary of implementing programs, matrix review of the current housing element, demographics data tables, available land inventory tables, resources, etc.

This is a generic outline for a housing element. As 21 Elements staff produce new sections or methodologies, it will refer back to this outline.

Housing Element Update Kit

Section: Generic Housing Element Content/Outline

Generic Housing Element Content/Outline *(Part 2)*

Section: Housing Element Contents

Generic Housing Element Outline *(Preliminary)*

Below is a possible generic outline that can use for the Housing Element Update Kit (HEUK — “21 Elements”) materials.

I. Introduction

- A. Overview and Purpose of a Housing Element
- B. State Law Requirements for Housing Elements
- C. Why Housing Is Important: Key Findings
- D. Relationship to Other General Plan Elements
- E. Process for Preparation of the Housing Element

II. Background

- A. Population, Housing and Jobs Trends
- B. Household and Housing Characteristics and Needs
- C. Special Housing Needs
- D. Termination of Federal Subsidies
- E. Review of the Current Housing Element
- F. ABAG Regional Housing Needs Allocation (RHNA)
- G. Where Can We Put New Housing?
- H. Potential Non-Governmental Constraints to Housing
- I. Potential Governmental Constraints to Housing
- J. Discussion of Key Issues Related to Housing

III. Vision, Goals and Quantified Objectives for Housing

- A. Our Vision for Housing *(Link with regional and sub-regional goals, sustainability, climate action planning, etc.)*
- B. Housing Goals
- C. Quantified Housing Objectives

Housing Element Update Kit

Section: Generic Housing Element Content/Outline

IV. Housing Policies and Programs

- A. Approach
- B. Vital and Diverse Communities
- C. Variety of Housing Types and Choices
- D. Great Neighborhoods
- E. Housing for Our Special Needs Population
- F. Sense of Community and Responsibility

V. Strategic Implementation

- A. Housing Actions Summary
- B. Annual Monitoring

Other Materials

- A. Glossary
- B. Background Fact Sheets